

**Employer Contribution (Applicable to all proposals except SET Small Business Owners):**

All employers receiving funding to train incumbent or new-hire workers must provide a contribution towards the project costs. This “in-kind” contribution means costs incurred by a Contractor, over and above ETP funds, that are directly attributable to the ETP training project and demonstrate the Contractor’s commitment to the program. Single-employer Contractors with 100 or fewer full-time employees must provide a contribution that equals at least 50 percent of the ETP funding amount. All other single-employer Contractors must provide a contribution equaling at least 100 percent of the ETP funding amount.

**Describe your company’s contribution towards training-related expenses that are in addition to, or in excess of, training and administrative costs reimbursed by ETP. Contributions may be monetary or non-monetary. Identify an estimated dollar amount; provide one total for trainee wages and fringe benefits (if applicable), and a separate total for all other items, indicating which items have been included. You may use one or more of the following:**

- Wages and fringe benefits paid to trainees during training (**separate total**);
- Project development and training needs assessment;
- Excess cost of staff and/or subcontractors performing training or administrative activities at a higher cost than ETP is funding;
- Facilities costs that are directly attributable to the ETP training (for single employers, these facilities must be leased solely for the training project);
- Training materials such as books and supplies;
- Training for company personnel who are not ETP-eligible trainees but are receiving ETP training courses;
- On-the-job training that is tied to ETP class/lab training but not included in ETP funding;
- Ongoing training assessments including literacy;
- The cost of newly-hired replacement workers to cover employees in training; and
- Lost production time when trainees are taken off the production line while in training, and are not replaced by other workers.

Unacceptable costs for meeting the employer contribution requirement include:

- Training that is mandated by law or government agencies, or provided specifically to meet government requirements (i.e. licensing exams, physicals, safety courses);
- Supplemental or ongoing training that is not directly related to the ETP training; or S
- Substantial contributions for repeat projects.